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**RECORDS**

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# MANAGEMENT CONFERENCE

26 September 1968

MEMORANDUM FOR: All Records Management Officers - *See attached checked (✓) list*

SUBJECT : Records Management Conference - Fall 1968

25X1A6a 1. A Records Management Conference is to be held at the [REDACTED] on Tuesday and Wednesday, 22-23 October 1968. The objective of the Fall 1968 Conference will be to discuss "New Techniques of Information Storage and Retrieval." This will include aspects of microminiaturization and automated systems as well as other Records Program concepts, procedures, and problems.

2. This conference is to have a keynote speaker from the Federal Office of Records Management, Paperwork Standards and Automation Division. Various officers from our Agency will discuss automation and microforms. Conferees will participate in forums on major Records Program problems.

25X1A6a 3. As was the case last year, a letter concurrent with this memorandum will be sent to the head of your Office. It will urge him to designate his Records Management Officer as his primary representative to attend the Conference. The Conference is not intended exclusively for Records Management Officers but will of course be restricted by the limits of the [REDACTED] facilities.

4. Details concerning the administrative requirements and the planned agenda will be forwarded to the Office designee early in the week of 7 October.

25X1A9a 5. [REDACTED] of this Staff will serve as the Conference Coordinator. He may be contacted on extension 2468 in Room 502 Magazine Building to answer questions or receive suggestions.

[REDACTED]  
CIA Records Administration Officer

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OCTOBER 1968